

SENIORS CHOICE ENROLLMENT CHECKLIST

For New Sponsoring Entity

Required paperwork:

- Employer Trust Agreement (with **physical** address)
- Supporting Business Entity Documentation (Depending on Entity Type – Specification are listed on the Employer Trust Participation Agreement and in the Eligibility Guidelines)

For New Enrollee

Required paperwork:

- Enrollment Application (with **physical** address)
- First month premium check made payable to: "Seniors Choice". First months premium is due at time of request for new groups and for add-ons of individually billed groups. We will accept a copy of the check to start the process and approve, but the check must be received by the enrollment deadline date. Otherwise, enrollment will be pushed to the next month.

Enrollment Submission Deadline Dates

Effective Date	Enrollment Receipt Deadline Seniors Choice Medical (By Noon MST)	Enrollment Receipt Deadline Seniors Choice Part D (By Noon MST)
1-Jan	5-Jan	5-Dec
1-Feb	6-Feb	5-Jan
1-March	6-March	6-Feb
1-April	5-April	6-March
1-May	5-May	5-April
1-June	5-June	5-May
1-July	5-July	5-June
1-Aug	4-Aug	5-July
1-Sept	5-Sept	4-Aug
1-Oct	5-Oct	5-Sept
1-Nov	6-Nov	5-Oct
1-Dec	5-Dec	6-Nov

Merchants Benefit Administration

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